

## **MEMORANDUM**

**TO:** Prospective Providers of Child-Placing Agencies

**FROM:** Susan Ward, Director  
Office of Resource Management

**SUBJECT:** Licensing Requirements for Child-Placing Agencies

Please read the **Minimum Standards for Child-Placing Agencies (MSCPA)** carefully.

If, after careful review of the **MSCPA**, you are interested in pursuing the possibility of operating a child-placing agency, please complete the APPLICATION FOR A LICENSE TO CONDUCT A CHILD CARE FACILITY (DHR-740) and the INFORMATION FORM FOR LICENSING STUDY (DHR-741). Return the forms with all required support documents to this office. Retain a copy for your records.

For your application to be processed, certain mandatory criteria must be met.

1. Proof that you have a building in which to house your program (**MSCPA** sections III. A. 3. a. and III. K.)
2. An executive director who meets the minimum standards (**MSCPA** section III. A. 4. a.)  
Include copies of degrees from an accredited university; a resume; results of the Child Abuse / Neglect Central Registry Clearance; and results of a criminal history check through the ABI and FBI (**MSCPA** section III. B.)
3. A projected or current annual budget (**MSCPA** sections III. A. 1. c.; III. A. 2. c.; and III. L. 1. c.)
4. Proof that 25% of the projected or current operating budget is available in the name of the facility (**MSCPA** sections III. A. 1. c. and III. A. 2. c.)
5. A licensed social services staff (**MSCPA** sections III. A. 4. b. and III. L. 1. c.)  
Include copies of degrees from an accredited university and licenses from the State of Alabama. If you are planning to provide social services by contracting with someone, include a copy of the contract as well as the credentials of that person.

If your application does not have the **mandatory** items, it will be returned to you without processing.

Thank you in advance for your inquiry. Please contact Gloria Kendrick Derico at (334) 242 - 8177 if you have any questions or if there is any way that we may be of assistance to you.